

**REVIEW BY CITY ADMINISTRATIVE OFFICER  
OF DEPARTMENT REQUESTS TO FILL POSITION VACANCIES**

This form should be attached to your memorandum to me when requesting that a position vacancy be filled. Responses to the questions noted below are sufficient for review purposes.

Upon receipt of this form, I send it to the members of the Administration & Finance Committee/Common Council for approval. Upon approval, I will notify you in writing that the request has been approved and the vacancy can be filled. If there are questions, please call.

1. Position Title: Legal Secretary / Senior Legal Sec.
2. Department/Division: City Attorney
3. Vacancy Date: 10-3-11
4. Vacancy Reason: Promotion
5. a. What are the specific work responsibilities of the position?  
Perform legal secretarial duties for the Dept.
- b. How many other such positions exist in this Department?  
1 Principal Legal Sec.
6. What are the reasons why the position must be filled?  
Work load and volume require having 1.75 FTE legal secretaries in the Dept.
7. What will be the impacts on service functions if the position were not filled?
  - a. Service to the public. It would eliminate the phone being answered during normal business hours. Routine inquiries would be unanswered for a day or two. Long delay in production of required documents.
  - b. Service to staff. severe delay in production for the entire staff. A significant reduction in monies collected.
8. What is the fiscal impact related to filling this vacancy?  
~~reduced~~ No budgetary impact as position is accounted for. The \$3 to \$4 hundred thousand collected by the Dept. each year would be significantly reduced.
9. Remarks/Comments:

Signature: 

Date: 9-22-11

Title: City Atty